

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE (State Court)
Accountability Courts

DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Konica Minolta Bizhub C250	311709692	ID: 4590	No

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

_____ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

_____ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

_____ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER RD. STORAGE.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.

☒ SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)

_____ SURPLUSED TO FLEET SERVICES (VEHICLES)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE
MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

Marcus Pells
ELECTED OFFICIAL/DEPARTMENT HEAD

RECEIVING DEPARTMENT:

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE